



PROOF System – QUICK TIPS

1. Visit <http://www.cafc.ca.gov/evaluation/proOf.asp> to access information on PROOF user trainings, archived webinars, Quick Reference Guides, and other tools to get you started.
2. Remember to save your work often! Clicking on the **Update & Continue** button automatically saves your work.
3. Keep all tabs open while you work in PROOF. Use a browser window separate from your other work-related tasks. Doing so helps with organization.
4. When adding a New Participant to PROOF the following Participant fields are required when the Program Participant Status is set to Intake or Complete:
 - First Name
 - Last Name
 - Date of Birth
 - City of Birth
 - Gender
 - Race/Ethnicity
 - Primary Language
 - Secondary Language
 - Address (at least one address)
 - Phone Number (at least one phone number)

Note: You will have to go back into the Participant Profile screen if the above required Participant Profile fields are not entered when the Participant Program Status is set to Intake or Complete.

5. To leave the Program Participant record before it is complete, set the Program Participant Status to “Save” so that you will not lose your work.
6. It is best practice to set the Program Participant Status to “**Save**” before entering any participant program data.
7. You will not be able to save the Program Participant record with a Program Participation Status of *Intake or Complete* if there is missing data. You will receive error messages regarding the missing data. To leave the Program Participation record before it is complete, set the status to “Save” so that you will not lose your work.
8. The participant and the program participation information of the participant must be entered before an assessment can be entered by the appropriate user.